

# VACANCY NOTICE

#2004-81

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Senior Word Processing Typist	CLASSIFICATION CODE: 02423300
	SALARY RANGE: 112, \$26432-28565	REFERENCE POSITION NO.: 2410-14000-29
	Department or Agency Name Administration	APPLICATION PERIOD: 8/23/04-8/30/04
	Division/Section/Unit Legal	
	Assignment(s) / Comments <b>Recent (18 months) Typing Proficiency Certificate Must Accompany Application/Resume</b>	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol Hill, Providence, RI
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No <u>x</u>
	Name of Bargaining Unit Union:	
	There is _____ is not <u>x</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	To perform complex word processing and data entry funtions on an electronic computer keyboard using MicrosoftWord and at least one other software program such as spreadsheets and templates; and to do related work as required. Duties include scheduling matters, calendar preparation, database maintenance and analysis, typing correspondence and memoranda. Ability to use transcription machine, fax machine and copier is required. The work is confidential and discretion is a must. Good organizational and communication skills are required.	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <u>Education:</u> Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing and the operation of typewriting equipment and including the use of spreadsheets and scientific programs; and <u>Experience:</u> Such as may have been gained through: employment in performing automatic typing and office tasks of a complex nature including the use of spreadsheets and scientific programs. <u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience. <u>Note:</u> 40 net WPM-5 minutes	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Donna Dell'Aquila Department of Administration One Capitol Hill, 4th Floor Providence, RI 02908	Telephone #: (401) 222-5078 Fax #: (401) 222-8244 TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)



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